Title IV-D Child Support Briefing for Newly Elected Clerks

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Topics Covered

- Background What is involved in "IV-D"?
- "Functional" What You Need to Know
 - Payment Posting
 - Monthly Bank Reconciliation
 - Court Order Entry
 - Address Updates
- · "Administrative" What You Need to Know
 - Cooperative Agreements/Annual Budget Addendum
 - Monthly Expense Claims
 - Quarterly Incentive Expenditure Reporting
 - Monitoring Federal, SBOA and DCS-CSB
 - ISETS System Administration
 Security IRS Safeguarding

 - Federal Data Reliability Audits
- Annual Support Fees
- · Resources



Background

- "IV-D" comes from Title IV-D of the Social Security Act
- · Highly federally regulated
- Organizational Structure:
 - Each State must have a single state agency responsible for IV-D program
 - In Indiana -- Child Support Bureau (CSB), located in the **Department of Child Services**
 - Services provided at local level, through CSB contracts ("Cooperative Agreements") with county Prosecutors, Clerks (and some Title IV-D Courts)



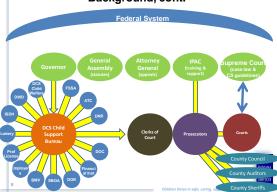
Background, cont.	
Since the 1970's, more and more complex	
Used to be solely cost recovery, now focused on families	
Populations served: - Custodial parents who pay a one-time \$25 fee - Current and former applicants for public assistance (TANF); - IV-E (Foster Care) cases; - Medicaid applicants who wish services;	
- Interstate cases of all of the above And the insign caring, supporting families and communities	
Background, cont.	
Required IV-D Services: Locate	
 Paternity Support Order Establishment 	
EnforcementPayment Processing	
Required non-IV-D services:	
 Payment Processing ISETS: Federally mandated computer system 	
handles all aspects of IV-D and non-IV-D	
Services Children trivie in sife, coring, supportive families and communities	
Background, cont.	
Impact: — ISETS processes almost \$1 billion annually on IV-D and non-IV-D cases	
 Indiana's IV-D caseload - approximately 340,000 (around 15th in nation) Only 3% of the IV-D cases are active TANF 	
 The vast majority of collections go to families, not to repay the federal and state governments 	
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Background, cont.

- Clerks are Key Partners
 - Updating ISETS (court orders, addresses) so that payments process correctly and undistributed collections are kept to a minimum
 - Processing cash payments (IC 31-25-3-1; 31-25-4-24; 31-14-11-11; 31-16-9-1)
 - Directing other payors to the federally mandated "SDU" or central collection site (Indiana Central Collection Unit – INSCCU)
 - Working with Prosecuting Attorneys' IV-D offices



Background, cont.



Background, cont.

- Two major funding streams
 - Federal Financial Participation (FFP) at 66%
 - Performance Based Incentives
- FFP: Reimbursement
 - Counties submit monthly expense claims for FFP; DCS draws down federal grant and reimburses county
- Incentives:
 - State and counties receive based on performance; must only be spent on IV-D; must supplement, not supplant; must be tracked by Auditor in separate funds; Indiana FFY2010 Incentives: \$12.2 million



Incentives

- Incentives earned by performance on an overall "collections base" and on the following measures:
 - Paternity Establishment
 - Support Order Establishment
 - Current Support Paid
 - Cases Paying on Arrears
 - Cost Effectiveness
- State statute IC 31-25-4-23 splits money:
 - 33.4% Prosecuting Attorney
 - 22.2% Clerk
 - 22.2% "Title IV-D Incentive Fund"
 - 22.2% State



Category	Ranking Then	Ranking Now	Change
Current Support Collections	47 th	36 th	+11
Paternity Establishment	43 rd	9 th	+34
Cases Paying on Arrears	40 th	18 th	+22
Support Order Establishment	38 th	39 th	-1
% of Undistributed Collections	42 nd	14 th	+28
Category	Raw # Then	Raw # Now	Change
Current Support Collections	52.82%	58.88%	+6.06
Paternity Establishment	82.28%	104.09%	+21.81
Cases Paying on Arrears	58.01%	64.69%	+6.68
Support Order Establishment	69.39%	77.27%	+7.88
% of Undistributed Collections	3%	1.4%	Down 50%
	< 60%	65% with non to	av IM/ at 75%
Income Withholding Collections	< 60%	03/6 WILLI HOLL U	ux 144 ut 7570

"Functional" What You Need to Know

- January 2: Your office must be ISETS ready:
 - Post payments, balance, approve batches
 - Check printing
 - Adjustments on payments posted at Clerk's Office
 - Adjustment Request Form for payments posted at State
 - ISETS Monthly Bank Reconciliation
 - Keep up-to-date, no more than 2 months behind



"Functional" What You Need to Know	
— Enter/modify court order data — Change addresses • CHCK address special rules: — If CHCK or OLDC, update both CHCK and MAIL — If no CHCK or OLDC, use MAIL only — See Handouts for all of the above	
No.000-Cilibration of the Communities and Communities Children thrive in safe, carring, supportive families and communities	
"Administrative" What You Need to Know	
Cooperative Agreements/Budget Addendum Coops every 2 years; you will receive new one soon Budget Addendum every year;	
Monthly Expense Claims State Form 54529 See link to form and Indiana Claims Guide on CSR Some counties use vendors Clerks must use formula for allocation to IV-D based on ISETS caseload report	
Quarterly Incentive Expenditure Report State Form 54528 See Handout, link to form and Indiana Claims Guide on CS Colden living in agir, carpy, apports familiar and community.	
"Administrative" What You Need to Know	
Monitoring: Federal, SBOA, DCS/CSB	
ISETS System Administration You must have a "County System Administrator" (CSA) See Handouts	
IRS Safeguarding Mandatory Training every year Federal Audit every 3 years See Handouts	
Federal Data Reliability Audits Full Audit every 3 years Counties must make copies of files College third in afr. comp. supporter familia and communities.	

CSR: IV-D Admin Claims – Incentives folder	
Claims Documents	
Category : Claims Guide and Interim Guidance (8) Indiana Claims Guide v 2.0.pdf	
Version 2 Edit IV-D Expense and Reimbursement Guide.pdf Indiana Claims Guide Appendia A - FAQ v 2.pdf Indiana Claims Guide Appendia B - DCS Policies v 2.pdf Indiana Claims Guide Appendia B - DCS Policies v 2.pdf	
Indiana Claims Guide Appendix C - Applicable Laws Regulations and Policies v 2.0.pdf Indiana Claims Guide Appendix D - Contacts v 2.0.pdf	
Prior Period Ajulatiment Guidance.pdf Cash vs. Accrual Basic Clistance parties Cash vs. Accrual Basic Clistant for Reporting of Monthly Expenditure Reimbursement Claims Quarterly Expenditure Report.pdf Category: Training (7)	
Indiana Claims Training Guide.ppt IV-D Incentive and Reimbursement Rules Refresher.pdf	
Indiana Claims Training Exercises Attachment A. 4s Indiana Claims Training Exercises Attachment E. 4s Indiana Claims Training Exercises Attachment C. 4s Indiana Claims Training Exercises Attachment C. 4s	
Indiana Claims Training Exercises Attachment D.xis Indiana Claims Training Exercises Attachment E.xis	
Claims Forms Annual Budget Addendum Form (State Form 54526)	
Monthly Claims Expense Form (State Form 54529) Quarterly Incentive Expenditure Reporting Form (State Form 54528)	
Quarterly Incentive Balance Form (State Form 54766) Order Claims Training DVD Silviss	
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CSR IV-D Admin Claims – Incentives folder	
Incentive Documents County Incentive Balances 9-30-12.pdf	
 County_Incentive_Fund_Balances_06_2012.pdf DCS Finance Child Support Title IV-D Internal Reimbursement Codes Prosecutors, Clerks and Courts - Auditors meeting 	
05162012.pdf — Federal and Indiana Incentive Methodologies Summary.pdf	
Federal Incentive Methodology Reference, pdf FF12006 County Incentive Payments, pdf FF12007 County Incentive Payments, pdf	
FFY2007 County Incentive Payments, pdf FFY2008 County Incentive Payments, pdf FFY2009 County Incentive Payments, pdf	
FF/2010 Incentive Reconciliation - Settle Up Schedule.pdf Title IV-D Prospective Incentive Distribution Calendar.pdf	
County Auditors Incentive Balance Monitoring Documents Incentive Fund Balance Cutover Reporting Form 2-15-2011.visx	
 Incentive_Balance_Reporting_Cutover_communication 02-15-2011.pdf 	
A-87 Circular Appendix B MONN	
Change State of Indiana Network Password OMB Circulars Total OMB Circulars OMB Circulars OMB Circulars	
Children thrive in safe, coring, supportive families and communities	
Annual Support Fees	
 IC 33-37-5-6 and 33-37-7-2(g)(1) and (2) 	
• "ASFE" is \$55 annually	
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Cannot be taken from support payments	
Usually collected by CSB	
 Payors send to INSCCU or via income withholding 	
However, if payment made in person at Clerk	
– County may keep 100% on NIVD case	
 – Must remit 66% to CSB for federal program 	
income on IV-D cases • See Handout	
See Handout Children trivie in safe, caring, supportive families and communities Children trivie in safe, caring, supportive families and communities Children trivie in safe, caring, supportive families and communities	
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- CSB regional Field Consultants
 - See map and contact infoAsk them for ISETS training

 - They will visit approximately once a month
- ISETS Help Desk (1-800-876-4515)
- Call with immediate ISETS "how do I" questions
- Child Support Resources (CSR) intranet site
 - "IV-D Claims Incentives" folder in particular
- INSCCU Contacts, P.O. Boxes and NCP wallet cards
- CSB Adjustment Unit (AAD) aadunit@dcs.in.gov
- CSB "KidsLine" (1-800-840-8757 or 317-233-5437)
- Welcome Packet info



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